



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Cheryl Dinolfo
County Executive

Brayton McK. Connard, SPHR
Director

TITLE: CLERK, PART-TIME

SALARY: \$12.00 hourly

LOCATION: Monroe County Veterans Service Agency

HOURS: 25 hours per week, flexible times

JOB SUMMARY:

This is a part-time clerical position responsible for performing routine clerical tasks in accordance with established procedures. Employees receive detailed oral and/or written instructions for new assignments. Independent judgment is restricted to the application of standard procedure to specific cases. The work is reviewed by immediate supervisory observation and checking completed work. Work is performed under direct supervision from a higher-ranking clerical employee or administrator. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma.

NOTE: Where education is lacking, clerical experience may be substituted on a year-for-year basis.

SPECIAL REQUIREMENTS:

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment.

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES
39 WEST MAIN STREET - ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: July 16, 2018

Posting Deadline: July 30, 2018